

# Vandalism Incident Report

Date: [Insert Date]

To: [Insert School Administration Name]

From: [Your Name]

Position: [Your Position]

Subject: Vandalism Incident Report

Dear [School Administration Name],

I am writing to inform you of a vandalism incident that occurred on [Insert Date of Incident] at [Location of Incident]. The details of the incident are as follows:

## Incident Details:

- **Date and Time:** [Insert Date and Time]
- **Location:** [Insert Specific Location]
- **Description of Damage:** [Provide a brief description of the vandalism]
- **Estimated Cost of Damage:** [Provide an estimate if available]
- **Witnesses:** [List any witnesses if applicable]

## Actions Taken:

[Detail any actions taken immediately following the discovery of the vandalism, such as notifying authorities, securing the area, etc.]

## Recommendations:

[Include any recommendations for preventing future incidents, if applicable]

Please feel free to contact me if you require any further information or clarification regarding this incident.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]